

Job Title: Conservation Administrator	Hours per week: 36	FLSA Status: Non-Exempt
Reports To: Land Use Director	Department: Conservation	Grade: 9 (union)
Created date:	Revised date:	Approved date: 07/01/2021
Created by:	Revised by:	Approved by: Town Manager

TOWN OF LUNENBURG CONSERVATION ADMINISTRATOR

Statement of Duties:

Performs highly professional, technical, and administrative work in assisting the Conservation Commission to administer the Wetlands Protection Act, Lunenburg Wetlands Bylaw, and acquiring, managing and protecting conservation lands. Assists the Commission in research, organization and coordination of decisions.

Supervision:

Works under the administrative direction and policies of the Conservation Commission, and under the general direction of the Land Use Director, in accordance with state and local laws and regulations.

Independently perform duties requiring the exercise of considerable judgment and initiative.

Job Environment:

Approximately one-half of work is performed under typical office conditions; attends evening meetings as needed. Site inspection work is performed out of doors with exposure to inclement weather, extreme heat and cold, as well as the hazards associated with construction sites, woods, and wetlands. Works alone in the field. May be required to attend professional development seminars.

Operates computer and general office equipment, digital camera, and GPS. Uses compass and topographic and orthographic maps in the woods.

Work requires frequent contact with other Town departments/boards/committees, State and Federal agencies, Town Counsel, developers, construction contractors, engineers and real estate agents; has regular contact with the public.

Has access to confidential department related information.

Errors could result in reduced levels of service, confusion and delay, adverse public relations, and have legal and financial repercussions.

Essential Functions:

Essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs field inspections to monitor construction progress and to ensure compliance with Orders of Condition, Emergency Certificates, and Enforcement Orders.

Answers questions from the general public, landowners, attorneys, engineers, builders, surveyors, and other boards and commissions. Acts as an information resource and advisor relative to all federal/state/municipal bylaws and regulations involving department operations; performs research and follow-up as necessary. Acts as a liaison between the Commission and other Town departments, town legal counsel, and outside organizations. Represents Commission at town Board Meetings.

Manages Commission office. Develops agenda and schedules appointments for the Commission meetings in cooperation with the Chair. Schedules public hearings for the Wetland Protection Act. Prepares and sends all legal notices to the newspaper; mails notices to all concerned parties in accordance with statutory requirements; posts notices of all Board meetings; prepares all materials for meetings. Attends meetings; records and distributes minutes. Serves as advisor/expert to Commission during hearings and appointments. Maintains Commission's appointment calendar of site visits, outside meetings and appointments. Processes department mail and maintains all department files and records.

Provides informational and technical support to the Commission to facilitate decision making.

Reviews all permit applications including Notices of Intent and Requests for Determination of Applicability for accuracy, completeness, and compliance with laws and regulations. Processes payments with the Town Treasurer.

Tracks all filing dates and dates on which decisions are due. Works extensively on land acquisition and land management activities. Prepares and administers grants.

Responds to and investigates complaints about possible violations of the WPA and LWB and takes appropriate action.

Reviews wetland delineations in field for boundary accuracy in support of Commission's review of permit applications. Coordinates and attends site visits as needed.

Evaluates local bylaws and regulations and recommends improvements.

Assists other Town Boards and Committees in determining forest management of lands under their jurisdiction. Oversees development of Forest Stewardship Plans and Forest Cutting Plans on town property if appropriate. Reviews draft plans under the Forest Cutting Practices Act.

Educates and advises public about protection of Lunenburg's natural resources.

Represents the Commission to the general public in a variety of public venues.

Assists prospective homebuyers and existing homeowners with information about wetlands on their property and their legal ramifications.

Engages, with Commission approval, technical expertise/consultants for the Commission using best business practices, obtaining bids, entering into contracts, working with consultants and processing payments.

Assures Commission participation in appeals of the Commission's decisions to the Department of Environmental Protection and Superior and District Court; consults with Town Counsel and assists in preparation of testimony and documents. Researches legal issues for the Commission and review appeals.

Assists and represents the Commission in Massachusetts Environmental Policy Act scoping visits and DEP 401 Water Quality and Superseding Order of Conditions site visits.

Oversees and manages Town open space, including trail building, maintenance, and signage. Marks boundaries of conservation-owned land. Works with abutters. Conducts inspections of property with Conservation restrictions; meets with homeowners associations and takes any enforcement action necessary.

Develop volunteer or friends group to assist with Commission projects.

Investigate vernal pools; prepare and submit reports and certifications to Natural Heritage and Endangered Species Program.

Tracks all bills for payment, maintains all Commission records of income and expenses, monitors budget; purchases office supplies. Drafts annual report.

Performs all other similar or related work as directed.

Education and Experience:

Bachelor's degree in environmental science, land use management, or related field; two years' experience in associated field; experience in implementing, administering, and enforcing the Wetlands and River Protection Act highly preferred; or any equivalent combination of education and experience.

Possession of a valid motor vehicle operator's license. Must have own vehicle to use for town business.

Knowledge, Ability and Skill

Knowledge: Working Knowledge of the principles and practices of wetlands identification and management. Knowledge of the applicable provision of Massachusetts General Laws concerning Conservation Commission operations. Thorough knowledge of the Wetlands Protection Act and Lunenburg Wetlands bylaw, including enforcement procedures. Knowledge of wetland plants and soil identification. Knowledge of erosion and sedimentation control Best Management Practices and Low Impact Development techniques. Good working knowledge of office practices and procedures, forms, bookkeeping techniques, equipment, computer systems and common software packages.

Ability: Ability to analyze problems, prepare reports and formulate recommendations concerning department operations. Ability to interpret and communicate regulations firmly and tactfully. Ability to read, understand, and interpret technical specifications, blue prints, and plot plans. Ability to work effectively under time constraints to meet deadlines. Ability to exercise caution and good judgment when in the field. Ability to communicate in a courteous and respectful manner at all times.

Skill: Excellent communication skills, both verbally and in writing. Good management and independent judgment skills. Skill in using all equipment needed to perform duties. Strong research skills.

Physical and Mental Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office work requires lifting office supplies weighing up to 15 pounds, filing and typing on a keyboard at a moderate speed. Field work is often performed alone. Requires traversing over uneven wet terrain, climbing over fallen trees/thick vegetation and accessing all areas of construction sites, timber harvests, and woods. Daily exposure to tick-borne diseases, bee stings, poison ivy and poison sumac.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)

Approved:

Department Head

date

Town Manager

date